Approved For Release 2002/07/31 : CIA-RDP61-00910A000100020120-5

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12 August 1957

MEMORANDUM FOR: Special Support Assistant to the DD/S
Chief, Audit Staff
Chief, Commercial Staff
Office of the General Counsel
Chief, Management Staff
Office of Communications
Office of the Comptroller
Office of Logistics
Office of Personnel
Office of Security
Office of Training
Chief, Medical Staff

SUBJECT : Killian Report

1. It is reported that the President's Board of Consultants (Killian Committee) was generally pleased with the initial report. The Committee indicated the narrative-type report was wanted, but expressed the desire that the over-all volume be reduced.

2. The next report is due in the Office of the Inspector General by 15 October 1957. As you are aware, DD/S review of the last report necessitated numerous crash revisions and he has, therefore, directed that all contributions be submitted to the IPA-DD/S by 1 October, and the first draft of the complete report is to be in his hands by 7 October. The following comments are for your guidance:

a. Generally, we should follow the format as used for the initial report. The report should be aimed at maintaining continuity with the initial report, and should relate action taken to resolve problems listed in the initial report or state that they have not been resolved. Secondly, this report is to project into the future any anticipated problems or action programs and your proposed course of action.

b. Retain the narrative form of presentation with a minimum of statistics. It is realized that some DD/S offices will of necessity use a certain amount of statistical data.

c. If you have said it once, don't repeat any more than is necessary for continuity.

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d. As stated at time of the previous presentation, the Committee has access to our entire budget and these figures need not be stated unless necessary to your presentation. Cross-reference to the budget is acceptable but please be specific.

e. If you have nothing to contribute, please render a negative report.

f. If necessary to your report, it is acceptable to use "last year's" figures. I will explain this at the planning meeting.

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3. We requested, at DD/S suggestion, that [redacted] of the Inspector General's office set up a meeting with General Cassidy, Executive Secretary of the Committee, so that DD/I, DD/P and DD/S representatives may meet with him to secure further guidance in the report presentation. We asked that this meeting be held the week of 12 August. Any information we receive will be passed to your office immediately.

4. You may submit your report in draft or final form, as they will be retyped for submission as one consolidated report rather than separate pages for each element as previously done. All DD/S offices will be given an opportunity to read the whole report (less extra-sensitive items) and will be furnished a copy of the material used in the final report as pertains to that office.

[redacted] 25X1A9A

Special Planning Assistant
to the
Deputy Director (Support)

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